

To: David Creery, Chief Administrative Officer

From: Jeff Bunn, Manager of Legislative Services/Deputy City Clerk

**Re: Citizen Appointments to the Woodstock Accessibility Advisory
Committee 2025-2026 (October 2025)**

AIM

The purpose of this report is to seek Council's consideration of applications to the Woodstock Accessibility Advisory Committee for a term from October 2, 2025, to November 14, 2026.

BACKGROUND

Purpose of the Woodstock Accessibility Advisory Committee

The purpose of the Accessibility Advisory Committee is to make recommendations:

- Relating to the setting of objectives and policies to be followed in connection with accessibility matters within the city
- Relating to the status of accessibility programs and their relationship to community needs
- Relating to capital projects
- Regarding the education of the community in regards to accessibility issues
- To increase public awareness and understanding of accessibility issues

The committee also:

- Assists with the preparation of the annual accessibility plan
- Meets with groups, organizations and individuals interested or involved in accessibility matters to determine concerns or suggestions
- The committee also deals with para-transportation eligibility appeals

Committee Composition

In accordance with Chapter 30 of the Municipal Code, the Committee shall be composed of:

- a. up to nine voting members who are either a resident, an owner of property or an employee within the City of Woodstock; the majority of which shall have a disability; and
- b. up to four non-voting student members who are students attending any high school or college located in the City.
- c. one member of City Council.

2025 Recruitment

The application period was open between June 5, 2025, and July 20, 2025. Applications were made available online and at the Clerk's Office and advertisements were made on the City's website and social media channels.

Closed Session Consideration of Applications

In accordance with City Policy GA005 – Appointments to Boards and Committees, Council considers appointments in closed session to protect the personal information and privacy of applicants to various Boards and Committees. The appointments are then confirmed in an open session of Council.

COMMENTS

During the closed session meeting held on September 18, 2025, Council considered applications submitted for the Accessibility Advisory Committee and directed staff to present Eliza McClelland and Kirsten Ouellette for appointment to the Committee.

ATTACHMENTS

None.

RECOMMENDATION

That Woodstock City Council appoint Eliza McClelland and Kirsten Ouellette to the Accessibility Advisory Committee for a term from October 2, 2025, to November 14, 2026.

Authored by: Jeff Bunn, Manager of Legislative Services/Deputy City Clerk

Approved by: Amy Humphries, Deputy Chief Administrative Officer/City Clerk

Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer